

SIS2000+ Training Manual

Track Editor

Track Editor Exercises - HS

For use with the Track Editor Applications:

1. Open the Track Editor. The General tab will be highlighted. Click on add. Enter information for a track with 6 period days, 5 days per cycle, 4 terms per year and 10 months per year. Make the first day of school August 26th. Make the last day of school June 22nd. Count absences. Fill in the periods per quarter, half and full day and the number of minutes per full time enrollment.
2. Click on the Calendar tab. Under events, enter the Month Begin and Month End dates for each of the 10 school months. Enter the Term Begin and Term End dates for each quarter. Enter legal holidays and parent teacher conference days to the calendar. Validate the events and then save.
3. Click on the Cycle Days tab. Click on August 26th and choose the corresponding cycle day for the day of the week which August 26th falls on. For instance, if August 26th is a Wednesday, choose cycle day 3 and lock the cycle day. Once it is locked then recalculate the calendar.
4. Click on the Definitions tab at the top. Click on Terms. Choose the terms you will need for your track. Click on Periods and add the correct codes for your class periods.
5. Under the Definitions tab, click on Bell Schedules. Click on add and enter Odd Day, Even Day, Friday and Minimum Day. Your Odd Day Schedule will be used on Monday and Wednesday. Your Even Day Schedule will be used on Tuesday and Thursday. On Monday and Wednesday, periods 1, 3 & 5 meet for 2 hours each. On Tuesday and Thursday, periods 2, 4 & 6 meet for 2 hours each. Friday schedule will be on Friday and every period meets for 50 minutes. Enter the times for your Odd Day schedule, Even Day schedule and Friday schedule. Save.
6. Under the Definitions tab, click on Cycle Days. Highlight Cycle Day 1 and tab to the bell Schedule. Type in Odd Day. Enter the correct schedule for Cycle Days 2, 3 & 4. Enter Friday for Cycle Day 5. Save.
7. Under the Definitions tab, click on Bell Schedules and edit the Minimum Day schedule. Enter the times for your minimum day. Save.